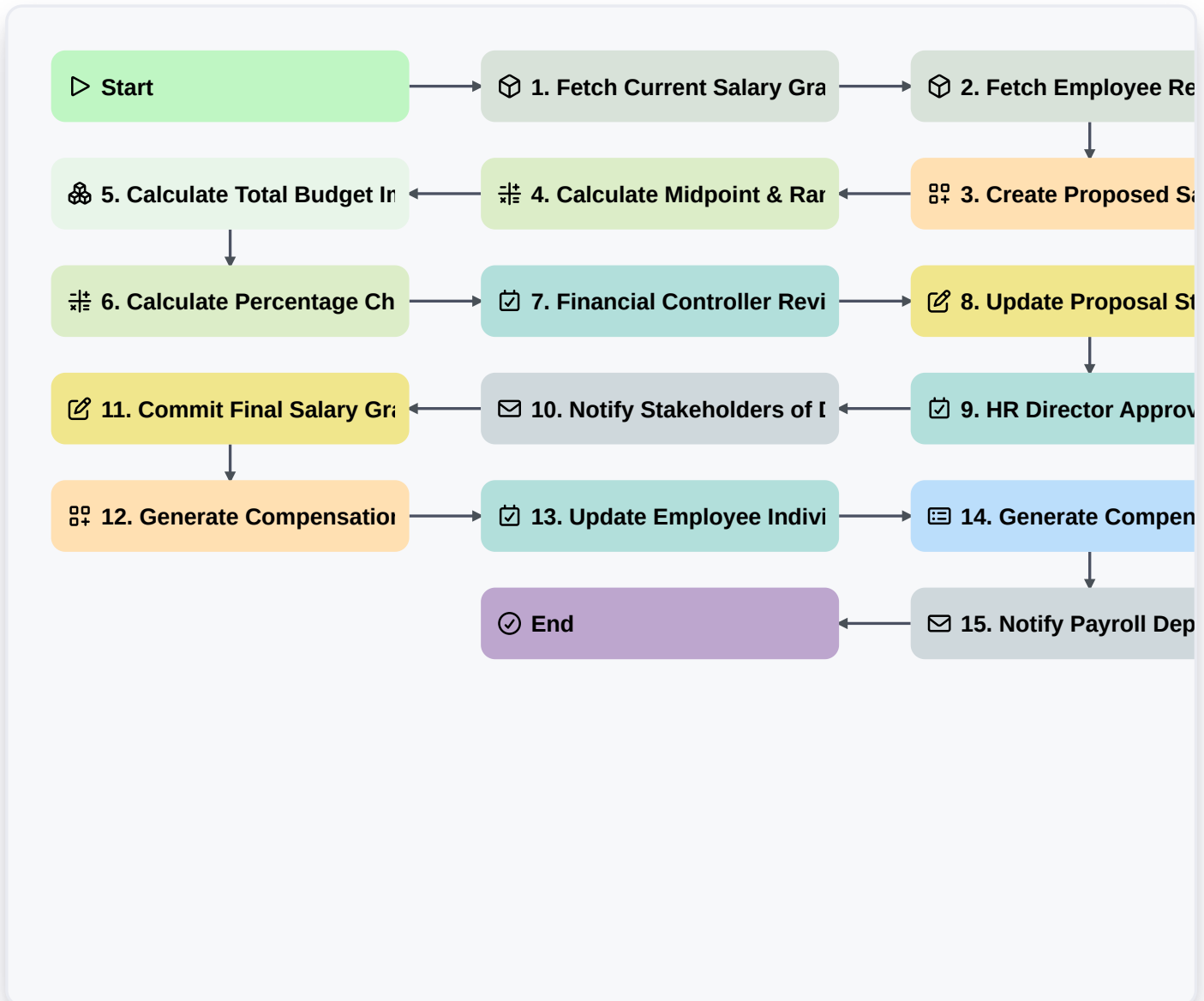


# Compensation And Salary Structure Management



## ▷ Start

Start of the Workflow/Process.

## 📦 1. Fetch Current Salary Grades

Retrieve all existing salary bands and grade levels from the Compensation Data Model.

## 📦 2. Fetch Employee Records

Retrieve current employee compensation data, including base pay, bonuses, and current grade.

## 📝 3. Create Proposed Salary Structure

Create a new draft entry in the 'Proposed Structures' data model for review.

## 📐 4. Calculate Midpoint & Range Spread

Calculate the mathematical midpoint and the width of the pay ranges based on min/max values.

## 📊 5. Calculate Total Budget Impact

Sum the difference between current salaries and proposed salaries to determine total cost increase.



## ⚙️ 6. Calculate Percentage Change

Calculate the percentage increase/decrease of the total budget impact relative to the previous budget.

## ☑️ 7. Financial Controller Review

Create a task for the Finance Department to validate the budget impact against the company's annual budget.

## ✍️ 8. Update Proposal Status

Update the status of the Proposed Salary Structure entry to 'Under Review'.

## ☑️ 9. HR Director Approval

Create a high-priority task for the HR Director to approve or reject the new structure.

## ✉️ 10. Notify Stakeholders of Decision

Send an email to the Executive Team with the finalized or rejected salary structure details.

## ✍️ 11. Commit Final Salary Grades

Update the master 'Salary Grades' data model with the newly approved ranges.

## 📄 12. Generate Compensation Change Log

Create an entry in the Audit Log to track the history of compensation changes for compliance.

## ☑️ 13. Update Employee Individual Records

Create a series of tasks for HR Generalists to update individual employee records if the structure change affects specific roles.

## 📄 14. Generate Compensation Audit Report

Create a formal report summarizing the new structure, the budget impact, and the approval timestamp.

## ✉️ 15. Notify Payroll Department

Send an email to the Payroll team to ensure upcoming payroll cycles reflect any necessary adjustments.

## 🏁 End

End of the Workflow/Process.